

California Housing Finance Agency

Job Opportunity

Housing Finance Assistant (Rental)

Salary Range	\$3538-4300
Final File Date	Open until filled
Division	Homeownership Division, Special Programs Unit
Specific Location	12 th & L Streets, Downtown Sacramento
Tenure & Time base	Permanent & Full-time
Number of Positions	One
Questions?	Contact Lisa Bixler at 916-322-1948 or lbixler@calhfa.ca.gov. California Relay Telephone Service for the Deaf or Hearing Impaired: from TDD phones: 800-735 2929, from voice phones 800-735-2922.
Who Should Apply	Qualified candidates must have eligibility for State employment either by being in a reachable rank on an employment list for this classification, or by having transfer/reinstatement eligibility to this classification. Please state your eligibility for this vacancy in Section 12 of your application. SROA/Surplus/Reemployment status applicants should attach proof of this status to the application.
How to Apply	Submit a standard State application form (resume may be attached) to: Lisa Bixler California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 Applications are available at the State Personnel Board's website at www.spb.ca.gov or by contacting CalHFA. Please specify that you are interested in position #112 on your application.
Duties	<p>This is a first journey level position where the incumbent performs technical and analytical work of average difficulty and limited authority under the general supervision of the Housing Finance Officer and lead of the Housing Finance Specialist. The incumbent performs the following duties:</p> <p><u>Essential Functions:</u></p> <p>50% Performs the underwriting, compliance review and approval for purchase of single family mortgage loans for the following programs: CalHFA Housing Assistance Program (CHAP), High Cost Area Home Purchase Assistance Program (HiCAP), California Homebuyer's Downpayment Assistance Program (CHDAP), Homeownership In Revitalization Areas Program (HIRAP), Extra Credit Teacher Home Purchase Program (ECTP), HomeChoice and the School Facility Fee Down Payment Assistance Program (SFF). Additionally, incumbent is responsible for all decisions on loan approvals, purchase approvals, suspensions and/or rejections subject to the final approving authority of the Housing Finance Specialist or Housing Finance Officer.</p> <p>30% Communicates and provides technical advice and assistance to Lenders, developers, homebuilders, homebuyers and other parties regarding the Agency's Homeownership Mortgage Loan Program and the various down payment assistance programs currently being offered. Upon request will mail out general information packages. Coordinates with Information Technology and Accounting on program administration and processing.</p> <p>15% Researches and assists with the preparation of weekly, monthly and annual reports for management regarding Special Programs. Also assists with the monitoring and servicing for the SFF program and the ECTP, such as the recertification of borrowers requesting interest forgiveness on their ECTP loans, and issuing payoffs and lien releases for the SFF program. Responsible for assisting in the organizing of housing workshops to promote Homeownership Special Programs.</p> <p><u>Marginal Functions:</u></p> <p>5% Other duties as assigned by the Housing Finance Specialist or Housing Finance Officer.</p>